

## **FAMILY PLANNING TRIP REPORT**

**Agency/Site Visited:** Family Planning of Clallam County

**Date(s):** January 15, 2002

**Staff:** Gayla L. Gilmore

**Purpose of Visit:** To review reporting requirements and discuss progress on special projects funds for Title X.

**Person(s) Contacted:** Sandy Huston, Executive Director; Cherie Reeves, Assistant Director, Martina Wilkins, Administrative Assistant, Rachel Anderson, Health Educator

**Issues Discussed:** FRPH reporting requirements: FPAR report; Additional Title X Funds Report for Oct-Dec 01; FPRH training funds report; Title X special project reports (Teen Male Mentor, Male Health Educator, Suicide Prevention). Billing issues (actual vs. 1/12<sup>th</sup>); ECP's (protocols for males); Continued funding for Male Health Educator Project; Possibility of hiring a female mentor; upcoming on-site review.

**Decisions/Recommendation Made:**

Submit all reports by due date.

Submit special project reports as specified by Region X Program Consultant.

Continue to bill 1/12<sup>th</sup> unless notified to do otherwise.

Resubmit proposal to Region X for continued funding for Male Health Educator Project.

Research grant possibilities to support hiring a teen female mentor.

Research protocols for ECP's for males.

Scheduled tentative dates for on-site review (May 14-15; June 11-12)

**Follow-Up Needed/Planned:**

Assure agency submits all reports by due date.

Determine if protocols for males regarding ECP's exist.

Confirm dates for on-site review.

Determine if and where funding is available to hire a teen female mentor.

Instructions for completing this form:

1. Complete within five working days after return to the office for all visits to local agencies (use for attendance at meetings is at the discretion of individual staff).
2. File one copy in Title X contract file, one copy in the Personnel-Travel file and one copy in the trip report file.